



State of Hawaii
Department of Health
Clean Water Branch

**Do NOT submit
this document.**

Guidelines for CWB-NOI Form E (CWBNOI_E.doc)

**Guidelines for Notice of Intent for Hawaii Administrative Rules
Chapter 11-55, Appendix E, National Pollutant Discharge Elimination
System (NPDES) Notice of General Permit Coverage (NGPC)**

For coverage under a specific NPDES General Permit, the following items are required to be submitted to the Clean Water Branch (CWB):

- A. **CWB NOI General Form** (CWBNOI_General.pdf) with Certifying Person's original signature [via "Submit via Email" button and hard copy]
- B. **General Permit Specific CWB NOI Form E** (CWBNOI_E.doc) [via hard copy]
- C. **All applicable attachments** [via hard copy]
- D. **\$500 Filing Fee** [Check made payable to "State of Hawaii"]
- E. **Additional copies as required for Islands other than Oahu** [see Notes V.D. and V.E. of the General Guidelines]

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General Instructions - This is an MSWord form. Please:

1. Insert the required information - The NGPC Renewal Information is required for an Existing Facility with an NGPC. If this is for an Existing Facility without an NGPC or a New Facility, skip this item.
2. Save
3. Print
4. Submit with the CWB NOI General Form, attachments, and \$500 Filing Fee. Please see Note V - Inquiries and Submittals and Note VI - Filing Fee of the General Guidelines for more submittal information.

1. Cooling Water Discharge Information

- a. Source(s) of Once-Through Cooling Water
- b. Schedule of New Discharge

For new proposed discharge only - Provide the best estimate of the date(s) on which the facility will begin to discharge.

- c. Frequency of Flow

The frequency of flow means the number of days per year and hours per day that a discharge occurs. Indicate how often the discharge into receiving State waters will occur, as applicable.

- d. Duration of Discharge

Duration means the number of days or hours per discharge. New dischargers shall give their best estimate.

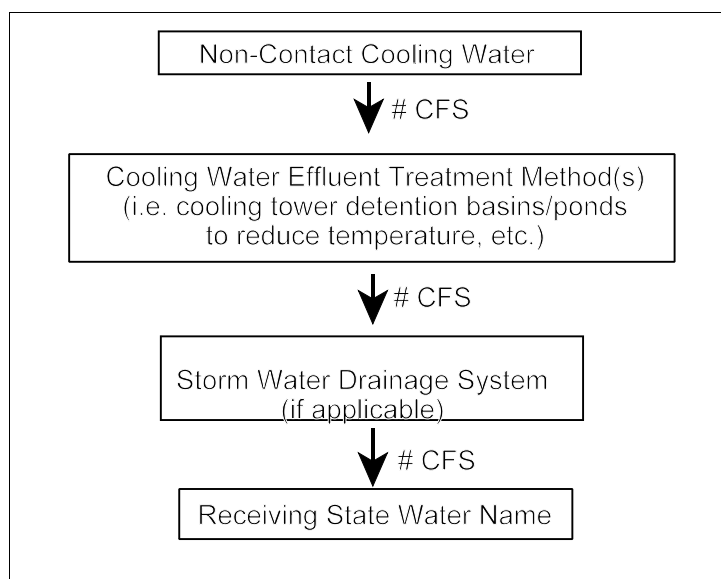
- e. Average Flow

Report the average flow in gallons per day.

2. Location Map

- a. Provide a location map on 8-1/2 by 11 inches sized paper showing the island on which the facility is located and the approximate location of the facility.
- b. Provide a topographic map on 8-1/2 by 11 inches sized paper or folded to 8-1/2 by 11 inches showing at least one mile beyond the facility's property boundaries and the receiving State water(s). The map should also include the discharge point(s) where the cooling water exits the facility and discharges to the receiving State water(s) and, if applicable, the locations where the cooling water discharge enters into a storm drainage system/structure.
- c. If there is more than one (1) discharge point into a drainage structure and/or State receiving water, provide identification numbers and coordinates for each discharge point.

3. Flow Chart



An example of a line drawing indicating how the cooling water from the facility flows through the treatment and the approximate amount of flow is shown. Indicate any treatment system(s) used. The quantity of discharge contributed by each source (i.e., cooling tower #1, cooling tower #2, etc.) may be estimated if no data is available.

4. Existing or Pending Permits, Licenses, or Approvals

- a. Indicate any additional NPDES Permit number and/or NGPC File number which is associated with this facility.
- b. Provide any Department of the Army (DA) file number associated with the facility.
- c. Provide the Section 401 Water Quality Certification (WQC) file number associated with the DA Permit.
- d. Provide the RCRA Permit number for any hazardous wastes stored or used at the facility.
- e. For SARA Facilities, indicate the chemicals and their quantities on site.
- f. Others (i.e., Underground Injection Control file number).

5. North American Industrial Classification System (NAICS) United States Structure Codes

See Note 1 of the General Guidelines.

6. Cooling Water Quality Parameters

- a. All of the parameters must be tested and reported. The quantitative data may be data collected over the past 365 days, if they remain representative of current operations, and must include maximum daily value, average daily value, and number of measurements taken. Provide a copy of the laboratory data sheets with Quality Assurance/Quality Control and Chain of Custody documents, as applicable.
- b. In cases when the test results are not available at the time of NOI submission, the new dischargers must include estimates instead of actual sampling data, along with the source of each estimate for the parameters.
- c. Test results shall be obtained from a representative sample. "Representative sample" as defined in HAR, Chapter 11-55, Appendix A, Section 14(a):

"As used in this section, a representative sample means that the content of the sample shall:

- (1) Be identical to the content of the substance sampled at the time of the sampling;
- (2) Accurately represent the monitored item (for example, sampling to monitor final effluent quality shall accurately represent that quality, even though the sampling is done upstream of the discharge point); and
- (3) Accurately represent the monitored item for the monitored time period (for example, sampling to represent monthly average effluent flows shall be taken at times and on days that cover significant variations). Representative sampling may include weekends and storm events and may mean taking more samples than the minimum number specified elsewhere in the applicable general permit.

The burden of proving that sampling or monitoring is representative is on the permittee."

- d. Grab samples must be used for pH, temperature, oil and grease, total residual oxidants, and fecal coliform. For all other pollutants, 24-hour composite samples must be used.

- e. The test results shall be reported to the nearest decimal place or whole number as shown in the parentheses following each parameter. For example, "Temperature (0.1 °C)" - Temperature shall be reported to the nearest tenth of a centigrade and "Ammonia Nitrogen (1 µg/l)" - Ammonia Nitrogen shall be reported to the nearest whole microgram per liter. All parameters must be reported or estimated as concentration and as total mass, except for flow, pH, and temperature. Report flow, pH, and temperatures in the concentration columns.
- f. Indicate the test method used for the parameter. The test methods that may be used are promulgated in 40 CFR Part 136. If a test method has not been promulgated for a particular parameter, you may apply for approval of an alternate test procedure by following 40 CFR Section 136.4.
- g. The detection limit of the test methods used shall reflect the applicable numerical limitations as specified in HAR, Chapter 11-54 and shall be indicated.
 - i. The test method indicated shall have the detection limit below and closest to the numerical limit specified in HAR, Chapter 11-54. For situations where the numerical limitation is below the detection limit of the test methods, use the test method which has the detection limit closest to the numerical limitation.
 - ii. If the test result is not detectable, indicate that the test result is "N.D." or "not detected."
- h. Provide the specific numeric criteria for the receiving water from the "geometric mean not to exceed the given value" column of the applicable table in HAR, Section 11-54-5.2(b)(1), (d)(1), or (d)(2) or Section 11-54-6(a)(3), (b)(3), or (c)(3). The analysis shall include an explanation and evaluation of the source water quality data collected with respect to the applicable specific numeric criteria for the receiving water(s) specified under HAR, Chapter 11-54.

7. Cooling Water Additives

Provide the names of the cooling water additive(s) with Material Safety Data Sheets, as applicable.

8. Treatment System

The treatment system shall be submitted as an attachment to CWB NOI Form E. It shall include the information requested below:

- a. Description of any treatment system used or to be used to comply with the basic water quality criteria specified under HAR, Section 11-54-4;
- b. Operation and maintenance procedures to prevent or reduce the pollution of State waters, including operations plan, maintenance scheduling or action criteria, maintenance program, effluent Monitoring program (i.e., visual inspection, cessation of discharge plan, effluent control plan);
- c. Other management practices to prevent or reduce the pollution of State waters; and
- d. Treatment requirements.

9. Additional Information

Any other site-specific information pertaining to the facility may also be provided in this section. Additional sheets may be attached with reference to this item.